



Memorandum

DATE: August 25, 2014

FROM: Mourad Ali, Acting Supervisory Executive Officer /S/

SUBJECT: Vacant Position: USAID/Mali OFM Supervisory Voucher Examiner

TO: All interested candidates.

OPEN PERIOD: **Wednesday, August 27, 2014 to Wednesday, September 10, 2014**
(5:00 pm Bamako time)

GRADE LEVEL: **FSN PSC-9 (FCFA 10,567,773 to FCFA 16,380,045)**
(If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the position classification grade).

NUMBER OF POSITION: **One (1) Vacancy**

The U.S. Agency for International Development is seeking one individual as Supervisory Voucher Examiner for its Financial Management Office.

Basic Function of Position

This position is located in USAID/Mali Office of Financial Management Voucher Payment Section. This position serves as Supervisory Voucher Examiner in charge of all activities in the Payments Section of the Office of Financial Management (OFM). In this capacity the incumbent serves as a Subject Matter Expert (SME) of professional knowledge for all procedures and transactions processed in the section, to and including verification of payment accuracy, timeliness and validity. The incumbent oversees the operation of the Phoenix automated payment system, two Treasury electronic certification systems and monitors the USAID-contracted cashier (BIM).

Major Duties and Responsibilities

The incumbent directs the day-to-day operation of the USAID/Mali, OFM/Payments Section, including oversight of both program and operating expense payments for USAID/Mali and the Self-Help and Democracy and Human Rights activities managed by embassies in Mali, Chad, Cote d'Ivoire, Burkina Faso and Niger.

H/she supervises the work of 4 voucher examiners. H/she schedules workloads, leave and attendance, and voucher processing activities for this staff. Completes annual appraisals and manages all personnel issues in the Payments Section. H/she performs a quality control review of all voucher examiner work before presentation of documents to the USAID Certifying Officer.

H/she manages all receipt and control of vendor invoices, receiving reports, shipping documents and vouchers in process. H/she oversees the tracking and processing of vouchers with within the Phoenix system. H/she prepares reports for OFM management on status of payments.

H/she prepares payment schedules (SF-1166) in the Phoenix system and advises the Certifying Officer of status of schedules. Ensures the continued effective operation of the Treasury Electronic Certification Systems, and coordinates with USAID/Mali, EXO/ MIS office and Financial Service Centers to maintain the system.



H/she handles all external communications with vendors, Treasury Financial Service Centers, USAID/Washington and overseas USAID relating to payment and payment systems.

H/she works closely with the OFM Accounting Section to ensure availability of funds and timely and accurate processing of payments.

H/she manages the Payment Section to ensure compliance with the Prompt Payment Act, Federal Travel Regulations, Foreign Affairs Regulations and USAID Regulations (Automated Directive System).

H/she manages the receipt and control of checks received from the Financial Service Centers, and other check collections.

H/she manages and oversees the collection Class B cashier activities for USAID/Mali to and including data entry, reconciliation and reporting through the State Department Automated Cashier System (ACS).

H/she oversees processing of 3 distinct payroll systems for USAID/Mali staff: Foreign Service National Personal Services Contractors (FSNPSCs), US Direct Hire payroll (WebTA) and US and TCN PSCs. H/she ensures accuracy of time and attendance reporting and entitlement and benefit computations.

H/she oversees the Bill for Collection system to and including issuance of Bills, reconciliation with the contract cashier-SIM and for direct (dollar) collections.

H/she maintains good communications between the Payments Section and all clients. Ensures reporting is completed in a timely manner and forwarded to the client as required.

H/she provides payment and vouchering advice to subordinates and other users of payment information.

H/she communicates and coordinates all Phoenix inquiries, issues and problems with the Phoenix Support Center with Washington Support Team until appropriate responses are obtained.

Minimum Qualifications: To be considered for this position, applicants must meet the minimum qualifications.

1. All potential candidates;
2. Completion of secondary school is required. At least 1 year of college or technical study in accounting or auditing is required.
3. Three to four years' experience in international payment systems auditing, banking and finance with emphasis on vouchering examining, including supervisory experience is required. Three years of experience with a U.S. government agency with progressively increased experience in payment systems or accounting is required.
4. Level IV proficiency in both written and spoken English and French is required. Incumbent must be able to explain complex payment procedures and problems to the Controller and routine communication with project/activity/government managers and vendors in English is required.

Selection Factors: To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the announcement position.



Qualifications Required:

- a. Education: Completion of secondary school is required. At least 1 year of college or technical study in accounting or auditing is required.
- b. Prior Work Experience: Three to four years' experience in international payment systems auditing, banking and finance with emphasis on vouchering examining, including supervisory experience is required. Three years of experience with a U.S. government agency with progressively increased experience in payment systems or accounting is required.
- c. Post Entry Training: Training is primarily on-the-job by the supervisor.
- d. Language Proficiency: Level IV proficiency in both written and spoken English and French is required. Incumbent must be able to explain complex payment procedures and problems to the Controller and routine communication with project/activity/government managers and vendors in English is required.
- e. Knowledge: Complex knowledge and understanding of travel, payroll, contract and other procurement principles, theory and practice is required. Working knowledge of USG accounting payment and reporting requirements are required. Knowledge of USG collection practices is required. Thorough knowledge of USG Standard Regulations of rules pertaining to compensation, allowances, leave and retirement, financial management system in terms of voucher processing. Incumbent must also have a good knowledge of accounting, budgeting, procurement, disbursing and internal control system as they relate to payment certification required.
- f. Skills and Abilities: Must be able to respond and correctly resolve a wide range of complex voucher examining problems, questions or situations. Must have demonstrated sound reasoning and logical abilities; good oral and written communication, supervisory and interpersonal skills; proficiency in the use of computer/word processing equipment and calculators. Must have well developed analytical and mathematical skills.

Maximum Evaluation Score 100 points.

POSITION ELEMENTS

- a. Supervision Received: Direct supervision received from the Supervisory Accountant.
- b. Supervision Exercised: Supervises 2 FSNPSC voucher examiners.
- c. Available Guidelines: USAID Automated Directive System (ADS, Standardized Regulations, MACS Users Guide, FSN Employees Handbook, FSC Treasury guidance, Travel Regulations and Personnel Regulations.
- d. Exercise of Judgment: Use of personal and professional judgment is essential and routine in review and processing of funding documents and preparation of journal vouchers and reconciling items. Incumbent is relied on to make recommendations and decisions independently and to advise the Supervisory Accountant and Controller on areas of concern.
- e. Authority to Make Commitments: None.
- f. Nature, Level, and Purpose of Contacts: Principle contacts will be USAID/Mali Controller and staff members, Charleston, other USAID regional Voucher Payment Sections, FSCs, USAID and Embassy representatives in Twinning countries, to obtain data and process obligation/ Commitment documents and process reconciling items.
- g. Time Required to Perform Full Range of Duties after Entry into the Position: One (1) year.



SELECTION PROCESS:

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

ADDITIONAL SELECTION CRITERIA:

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

TO APPLY:

Interested candidates for this position should submit the following documents:

1. A U.S. Federal Employment Form DS-174 found directly under the U.S. Embassy site <http://mali.usembassy.gov> available job opportunities.

The DS-174 must be signed and those submitted unsigned will be rejected.

2. A resume or curriculum vitae relevant to the position for which the applicant is applying;
3. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the OFM Supervisory Voucher Examiner position.
4. Applicants are required to provide three (3) to five (5) professional references with complete contact information including email address and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.
5. Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

All uncompleted applications will be rejected.

SUBMIT APPLICATION

Human Resources Management Section - Email: bamakohrmvacancies@usaid.gov

Detailed statement of duties and the qualification requirements for the position is available on the following websites: <http://www.usaid.gov/mali/partnership-opportunities/local-vacancy> or <http://mali.usembassy.gov/job-opportunities.html>

CLOSING DATE FOR THIS POSITION IS: September 10, 2014 at 5:00pm

The US Mission in Mali provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.